

TAB

29 October 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-801-13

SUBJECT: Special Procedures for Processing Applications for
Agency Employment in Clerical Positions

Effective 1 November 1954, applications for employment in clerical positions will be processed in accordance with procedures outlined in the attached flow chart. Processing steps 1 through 5 are applicable to all clerical applications. Steps 6 through 12 are to be applied only in instances involving clerical appointments to Interim Assignment Branch positions.


George E. Welton
Deputy Assistant Director
for Personnel

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Attachment
Flow Chart - Limited Distribution